



## The Town of Fenwick Island

800 Coastal Highway  
Fenwick Island DE 19944-4409

WWW.fenwickisland.delaware.gov  
PH 302.539.3011 FAX 302.539.1305

### NOTICE

On April 23, 2010 The Fenwick Island Town Council  
Passed the Following Resolution #43-2010

**Whereas**, the Town of Fenwick Island did, on October 26, 2007 approve a Personnel Policy Manual for The Town of Fenwick Island; and

**Whereas**, this Personnel Policy Manual is the guiding document for Personnel Matters pertaining to employees of The Town of Fenwick Island; and

**Whereas**, this Personnel Policy Manual may be amended, supplemented or otherwise revised at a meeting of Town Council during which a quorum is present; and

**Whereas**, The Fenwick Island Town Council has deemed it necessary and proper to amend the Personnel Policy Manual for the Town of Fenwick Island in the following manner:

- 1) Section 1, Part 1 "General Provisions", within the sub-section "Definitions", a new definition shall be inserted. The definition **Essential Employee** shall be added as means an employee whose service is essential to the function of Town government as determined by Council within the Position Classification System, Job Description or contractual agreement. This description shall be designated "i)".
- 2) Subsequent definitions "i)" through "k)" shall be sequenced j)" through "l)".
- 3) Section 1, another new definition shall be inserted. The definition **Liberal Leave** shall be added as means paid time off, at the discretion of management, which shall be assessed against available vacation or personal leave. This description shall be designated "m)".
- 4) Subsequent definitions "l)" through "n)" shall be designated "m)" through "o)".
- 5) Section 2, Part 4 "Position Classification System", subsection "B" will be added as follows:

#### **Essential Employee**

The Town Manager, Chief of Police, Director of Public Works and, unless otherwise specified, all employees of the Police and Public Works Departments are considered essential employees. Essential employees are expected to report to work as scheduled. Absence from work is excused if pre-approved or if documentation of cause is provided to the satisfaction of the Department Supervisor.

- 6) Section 3, Part 3 "Group Medical Insurance", subsection B "Terms" shall be replaced as follows: The Town shall contribute toward the payment of premiums for employees' health and dental insurance. Such contributions shall be determined as a matter of budgetary discretion on an annual basis. Employees are responsible for the balance of premiums on any company-sponsored insurance programs.

**Whereas**, these proposed changes have been posted in all departments for a period of ten (10) working days and employees have been given the opportunity to provide comment to the Town Manager;



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**Therefore**, the Town Council of The Town of Fenwick Island, after consideration of employee comment, does hereby adopt these changes to The Personnel Policy Manual for The Town of Fenwick Island.

Attest: \_\_\_\_\_  
Agnes D. DiPietrantonio, Town Clerk

\_\_\_\_\_  
Audrey Serio, President of Council

\_\_\_\_\_  
Diane B. Tingle, Council Secretary

I, Diane B. Tingle, Secretary of the Town Council, of the Town of Fenwick Island, Delaware, do hereby certify that the foregoing is a true and correct copy of the Resolution passed by the President and Council at a meeting on April 23, 2010, at which a quorum was present and voting throughout and the same is still in force and effect.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diane B. Tingle, Council Secretary